



# **Town of Hudson**

## **Executive Assistant's Office**

### **Language Access Resources**

**Service Area:** Town of Hudson

Languages Spoken by LEP Populations: Major languages include Portuguese, Spanish, French, and Chinese

Languages Encountered Most Frequently at Points of contact; In-person, phone calls, public meetings, filling out paperwork: Portuguese, Spanish, French, and Chinese

#### **Types of Language Services:**

**Oral:** Qualified bilingual staff and telephonic/oral interpretation.

**Written:** Translation services for vital documents will be provided upon request.

**Memo:** "I Speak" resource document is available to the public.

#### **Notice to LEP Persons:**

Public is able to request free language services when working with Public Officials. Multi-language notices shall be available for the public. All staff will be notified of LEP resources.

This notice shall be posted on the Town's Website.

#### **Responding to Language Service Requests:**

Once a request is received by a staff member, translation services will be provided within a timely matter.

#### **Monitoring, Assessing and Updating the LEP Plan:**

Town shall reevaluate LEP Plan bi-annually and collect input from staff members.